

Highway Patrol Division

State Trooper Reserve



Policy and Procedure

Manual 2007

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**Highway Patrol
State Trooper Reserve Manual**

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Article I NAME

1. The group serving under these rules and regulations shall consist of all units in the State of Alabama and is to be known as the Alabama State Trooper Reserve.
2. Members may be referred to as State Trooper Reserve and/or Reserve Troopers.

Article II MISSION

1. The mission of the Alabama State Trooper Reserve is to augment and assist the Department of Public Safety in all its duties, details, and activities.
2. Members volunteer to support the Mission of the Alabama Department of Public Safety. Members will assist the department in the performance of its routine patrol and enforcement duties, as well as the missions during disasters, emergencies, special events and other activities when requested by the Director, Division Chiefs, Troop Commanders or their authorized representative.

Article III REGULATIONS

1. It is the intent that these Rules and Regulations will serve as a written guide by which the Alabama State Trooper Reserve is directed. These rules and regulations are not all inclusive and each State Trooper Reserve will be required to follow department and highway patrol policy while on and off duty.

Article IV AUTHORITY

1. State Act 123 created the Alabama Trooper Reserve in 1978 and gives the director of the Department of Public Safety the authority to determine who may serve as Reserve Troopers.
2. Per this law, all Reserve Troopers have the same protection and immunities afforded regularly employed State Troopers.

Article V QUALIFICATIONS

1. Age: Must be twenty-one (21) years of age. There is no maximum age limit for the Alabama State Trooper Reserve.
2. Height and Weight: Weight must be in comparison to height.
3. Physical: Must be in good health with vision corrected to 20/20. Should not be taking any medication that would impair their ability to perform normal duties

required of an Alabama State Trooper. Must pass same physical test standards as department arresting officers for their age.

4. Citizenship: Must be a citizen of the United States and a resident of Alabama.
5. Character: Must be of good moral character. Must have no felony or serious misdemeanor arrests and never have been convicted of a felony or serious misdemeanor.
6. Education: Must have a high school diploma or equivalent.
7. Must have a valid driver license.
8. Must be willing to purchase and maintain any prescribed equipment including side arm, bulletproof vest, etc. not provided by the Alabama Department of Public Safety. Equipment may be secured as seasonally required. All *issued* equipment will remain the property of the State of Alabama, Department of Public Safety and must be returned upon request.
9. Must have liability, hospital and accident insurance to cover them in any vehicle.
10. Must attend training sessions regularly.
11. Must be available for emergency duty.
12. Must not be on active military duty or active, full-time member of the U. S. Department of Homeland Security or a county or state Emergency Management Agency. Members of the Trooper Reserve may serve as volunteers with their community volunteer fire department, but – in an emergency – their primary responsibility must always be service with the Alabama Department of Public Safety.
13. Must complete the Alabama Department of Public Safety's basic training for reserves, as detailed below:
 - A. Retired State Troopers are required to pass current firearms qualification including abbreviated 16-hour Reserve Training before serving as Trooper Reserve. Some of this training may be conducted at the post level. Annual two day State Trooper in-service / qualification required thereafter.
 - B. POST certified officers must complete 32 hours of training for Trooper Reserve before serving as Trooper Reserve. Some of this training may be conducted at the post level. Annual two day State Trooper in-service / qualification required thereafter.
 - C. Applicants without POST certification must complete an 80 hour Trooper Reserve Training Program before serving as Trooper Reserve. Some of

this training may be conducted at the post level. Annual two day State Trooper in-service / qualification required thereafter.

D. Current members of the Trooper Reserve must complete the annual two days State Trooper in- service / qualification required thereafter.

14. Must attend DPS training schools and DPS In-Service, including firearms qualification, which will be held periodically to comply with state law and training requirements of the Department of Public Safety Director and the Chief of the Highway Patrol Division.
15. At any time these qualifications are not met by reserve members, they may be dismissed from the force.

Article VI MEMBERSHIP

1. Membership shall consist of volunteers in good physical condition and be able to pass the annual physical training mandated by the department. They shall be of good character and standing in the community and available for training and duty when called.
2. All new applications will be checked to ascertain that the person is eligible by meeting all the qualifications for membership in the Alabama State Trooper Reserve. An investigation will be conducted to ascertain if the applicant meets all qualifications. The investigation should include a thorough check of court records, credit records, general character, standing in the community and a discussion with applicant's employers and spouse.
3. Upon completion of the investigation, a written report will be submitted by the Troop Commander to the Director through the Chain of Command.
4. Reserve Troopers are members of the community in which they live, with the same interests, needs and problems as their neighbors. They have the same responsibilities to participate in community activities and respond to community needs as any other citizen.
5. No member will submit any bills or propose bills for legislative action concerning the Department of Public Safety or the Trooper Reserve.

Article VII DIRECTION

1. Members of the Alabama State Trooper Reserve receive the same oath as all Alabama State Troopers. All members of the Alabama State Trooper Reserve, while on duty and/or training, serve under the direction of the

Director of the Alabama Department of Public Safety through the chain of command of the Highway Patrol Division Chief or other Divisions, as assigned.

2. Members of the Alabama State Trooper Reserve, while on active duty, will function through the Alabama Department of Public Safety chain of command. Trooper Reserves possess law enforcement power via the department chain of command, while on duty, however; they have no enforcement powers when off duty.
3. All Alabama State Trooper Reserves will serve under the supervision and/or direction of active State Troopers, via verbal or written orders. All members are authorized to carry firearms while on duty as well as to and from their residence and their duty station.

Article VIII

JOB CLASSIFICATION

1. **DPS RESERVE COORDINATOR:** An arresting officer with the rank of Lieutenant or above will be appointed by the Highway Patrol Division Chief and responsible for the development and implementation of Trooper Reserve program initiatives.
2. **TROOP RESERVE COORDINATOR:** Maintain an up-to-date Troop Reserve roster. Information required on this roster will be name, rank, home address, home telephone number, work telephone number and cellular telephone number. An emergency contact form for each Reserve Trooper will be maintained at the Troop & Post level. Serves as the Reserve Administrator at the Troop and Post level.
3. **RESERVE TROOPER:** Sworn member of the Alabama State Trooper Reserve. Reserve Troopers serve under the supervision and/or direction of an active State Trooper. Duties include: working with active Troopers, assisting in Communications, routine patrol, relays, special details, accident investigation, DHS security checks, attending training/meetings and other duties as assigned.

Article IX

ADMINISTRATION

1. It shall be the duty of appointed officers to administer and enforce articles of these Rules and Regulations and other policies and regulations of DPS.

2. A personnel file and a current training record will be maintained at the HP Headquarters and the Alabama Criminal Justice Training Center.

Article X UNIFORM REGULATIONS

The following equipment is required and is the regulation uniform for all Reserve Troopers. It is the responsibility of the individual Reserve Trooper to procure any equipment or uniform items not supplied by the Department of Public Safety within 60 days of completing training and being sworn.

- A. Shirt: Navy blue; sleeve length same as in season for Troopers.
- B. Trousers: Light blue with dark blue stripe.
- C. Jacket: Blue/Navy
- D. Tie: Navy Blue
- E. Hat: Dark Blue / Black
- F. Hat Braid: Silver
- G. Shoes/Boots: Black plain toe (Class A) or black boots for Class B uniforms.
- H. Belt: Black Sam Brown, basket-weave with brass buckle
- I. Socks: Black or Navy Blue
- J. Rain Coat: Blue or Black
- K. Pistol: .40 Caliber semi-automatic
- L. Holster: Black with brass or black snaps
- M. Flashlight: Chrome or Black
- N. Collapsible Baton: 18 inch ASP
- O. Name Plate: silver
- P. Badges: silver department issue.
 Tie Clasp or Pin: Department issue
- Q. Magazine Holder: Black
- R. Two magazines loaded with issue ammo
- S. Handcuffs with Case: Black case
- T. Class B Uniform: Same as DPS issue.

Article XI MEETINGS

1. It will be the responsibility of the Troop Commander to notify State Trooper Reserves of the monthly post meetings and inspections so that they can be included.
2. A meeting schedule will be posted with each Troop Commander as meetings are scheduled.
3. A portion of each meeting may be used for training.

Article XII DUTIES

1. Members are expected to participate by patrolling with Troopers and attending training meetings or performing other special duties as assigned. All members must log a minimum of 16 hours per month. Member is subject to dismissal if no hours are worked in a three (3) month period without permission of Post Reserve Coordinator, Post Commander or DPS Reserve Coordinator.
2. Members are expected to attend all regular meetings and training sessions.
3. Members are expected to report for assignment when called.
4. Members are expected to participate in all alerts and emergency details ordered by the Troop Commander or designated troop personnel.
5. Members are expected to respond to all written correspondence from superiors in a timely manner.
6. Any member that cannot meet the five standards listed above will be subject to dismissal.

Article XIII ACTIVITY REPORTS

1. Post Level: Monthly activity reports shall be submitted by each individual member detailing each day worked. This report will be prepared on a designated form and shall be left at the place specified by the Post Commander for the use of the Alabama State Trooper Reserve. All reports shall be submitted no later than the 2nd day of the following month. (See illustration page 7A)
2. It is the responsibility of the Post Reserve Liaison to collect the Trooper Reserve Daily Activity Reports and forward them to the Troop Commander. A copy of all reports will be maintained at Post level.
3. Troop Level: It is the duty of the Troop Commander to forward the Reserve Daily Activity Reports to the Highway Patrol Chief.

Article XIV CONDUCT

1. Each Alabama State Trooper Reserve will be accountable to the same standards that Alabama State Troopers are required to maintain. The Code of Conduct, the Cannons of Police Ethics, the Alabama Department of Public Safety Manual and the Alabama Highway Patrol Manual are the guides.

Article XV DISCIPLINARY ACTION

1. Any member convicted of any of the following offenses will be automatically discharged from the Alabama State Trooper Reserve.
 - A. Driving while intoxicated, any action resulting in suspension, revocation or cancellation of driving privileges.
 - B. Any felony or misdemeanor.
 - C. Any morals charge - felony or misdemeanor.
 - D. Any serious driving conviction as determined by the Chief of the Highway Patrol Division.
 - E. Any act of violence, felony or misdemeanor
2. Any member arrested for violating any laws may be subject to dismissal depending upon circumstances.
3. Any member that violates the Rules and Regulations of the Alabama State Trooper Reserves, the Alabama Department of Public Safety or the Highway Patrol Procedural Manual may be dismissed if this action is deemed necessary.

Article XVI EQUIPMENT OPERATIONS

1. All members, when operating communications equipment, will be expected to use the proper radio call signs and 10 signals and to abide by all Alabama State Trooper and FCC regulations.
2. Any member operating a state-owned vehicle must have completed the Trooper Defensive driving course, included in Basic Reserve Training, and have "non-owners" liability insurance.

Article XVII ANNUAL INSPECTION

1. The Post Commander or Post Reserve Coordinator will make annual inspections at the intervals as deemed necessary checking equipment, training program, and alert procedures.
2. Evaluator will make a report of the inspection to the Highway Patrol Division Chief, through the Chain of Command.

Article XVIII

CORRESPONDENCE

1. The Troop Commander or his representatives shall be the only person in the Troop authorized to transmit correspondence to civilian individuals or outside agencies regarding the reserve program. Other requests for transmittal will be channeled through the regular chain of command.
2. All correspondence transmitted to other Alabama State Trooper Reserve may be addressed direct to them with a copy to the Alabama State Trooper Troop Commander and DPS Reserve Coordinator for information and filing.
3. An up-to-date file on all incoming and outgoing correspondence will be maintained by each District at all times.

Article XIX PERSONAL INJURY & ACCIDENTS

1. Members will report all personal injuries incurred on duty to any Post Supervisor, as soon as possible.
2. A first report of injury report will be forwarded to the Division Chief.
3. Medical records associated with such injuries will be maintained by the Troop Commander.

END OF DOCUMENT
NOTHING FOLLOWS